BEFORE AN SLC APPOINTMENT:

Pick your tutoring topic:

- Adobe Photoshop
- Chicago Manual of Style
- Drawing: Figure
- Writing

| May 5: Tuesday	8:00am	9:00am
Sophia		

Reserve **8:00am** on May 5

1 SIGN UP FOR TUTORING.
You can self-schedule at rmcad.mywconline.com or email the SLC at learning@rmcad.edu.

2 CHECK YOUR RMCAD EMAIL.
You will receive an appointment confirmation email after scheduling. It includes important information and a link to your meeting.

Gmail ✕
Student Learning Center (SLC): Appointment Confirmation!

3 PREPARE MATERIALS.
Prepare materials to show your tutor, such as an assignment prompt, your essay, thumbnail sketches, etc.

Week 3 Assignment

Instructor Feedback
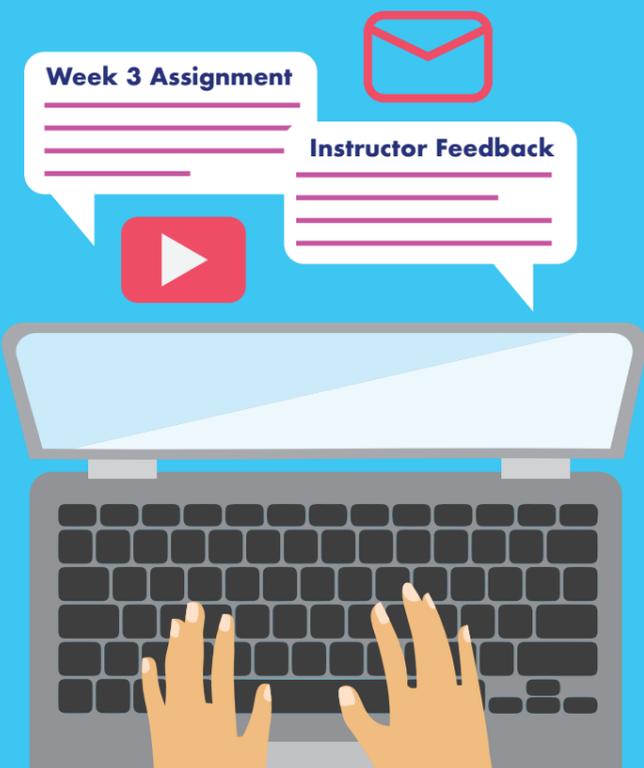
4 SET GOALS.
Write down questions to ask your tutor and what you would like to accomplish in the meeting.

5 RECEIVE A REMINDER.
You will receive an appointment reminder email the night before your appointment.

Gmail ✕
Student Learning Center (SLC): Appointment Reminder!

STUDENT LEARNING CENTER

DURING AN SLC APPOINTMENT:

STUDENT LEARNING CENTER

6 **START THE APPOINTMENT.**
Click on your tutor's name in the appointment confirmation email to start the appointment.

ONLINE APPOINTMENTS: When it's time for your appointment, please click on your tutor's name below.

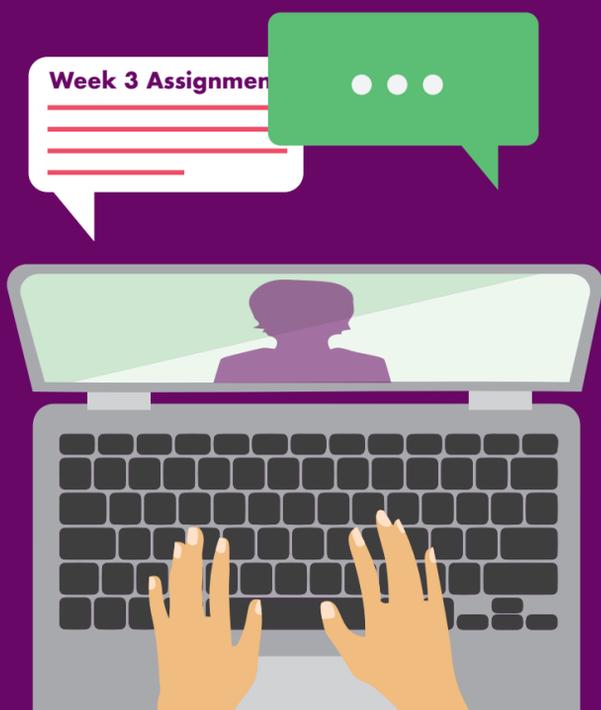**Peer Tutors:**
- Andrea
- Rhett
- Sam
- Brandon
- Kristal

Staff Tutors:
- Chloe
- Lea
- Sophia
- Martha

7 **EXPLAIN YOUR GOALS.**
Tell your tutor what you want to work on. Show them the materials you prepared by sharing your screen. Answer any questions they might have so they can understand exactly how to help you.

Week 3 Assignment

8 **ASK YOUR QUESTIONS.**
Once you've explained what you want to work on, you can ask your tutor any questions you have about the assignment or project.

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AFTER YOUR APPOINTMENT:

9 **COMPLETE THE SURVEY.**
Fill out the post-appointment SLC survey, which you will receive by email.

10 **APPLY WHAT YOU LEARNED.**
After your appointment, reflect on what you learned and apply it to your assignment or project.

Meeting Notes